



Office of Research
& Sponsored Programs
JACKSONVILLE UNIVERSITY

“Collaborate JU”

Sponsored by the EPIC Program at Jacksonville University
FY 2021 Request for Proposals

I. Background: Collaborate JU (C-JU) is a competitive internal grant program made possible by an annual appropriation from the Florida Department of Education; it is one component of a larger JU initiative known as EPIC (Entrepreneurism, Policy, Innovation, and Commerce). The goal of EPIC is to develop and retain the next generation of skilled workers as a means of growing Florida’s state-wide economy.

II. Goal of Collaborate JU: to engage interdisciplinary teams from the JU community in real-world learning experiences so our students develop the skills and competencies needed to enter the Florida workforce or pursue advanced training.

This will be accomplished through the following C-JU objectives:

- Fostering and supporting interdisciplinary project-based learning projects.
- Providing opportunities for students to practice leadership development, presentation, project management and critical thinking skills and develop greater appreciation for diverse perspectives.
- Broadening the scope of learning beyond the JU campus through external partnerships with government, industry and non-profit partners so students have greater opportunities to engage in field-based learning experiences to solve real-world issues and challenges.

III. Eligibility: Teams of faculty and students may propose to collaborate on projects that accomplish the three C-JU objectives identified above. Teams must consist of a minimum of two disciplines, with at least one discipline representing any of the EPIC priorities: Aviation, Business, Global Trade, Healthcare Sciences, Public Policy, Science, Technology, Engineering, Mathematics (STEM), and Sustainability.

Team Membership:

A minimum of two Jacksonville University faculty members, each representing different disciplines, must serve as co-leaders. Each faculty is expected to share in the development and execution of a mutually agreed upon project, rather than a project that is of interest to only one of the team members. Both applicants must hold JU faculty status but do not have to be tenured/tenure track. Adjuncts are ineligible to apply as lead faculty but may participate in the project. Faculty members may collaborate on only one C-JU project at a time, meaning faculty co-leads may only serve on one C-JU award per the six-month project period.

Proposals must include an assurance that a minimum of two students from each discipline will be working on the project (four students total). Names of students are not required for the proposal.

IV. Faculty Expectations:

- Faculty must be **actively** engaged in the research project, providing guidance and oversight to the students for all activities. C-JU grants are designed to support projects that empower our students and engage them as active contributors in real-world problem solving as they learn under close faculty mentorship.
- Faculty teams must submit interim and final reports for their *C-JU* projects, as well as photos of students engaged in project activity. Details will be included in the award letters.
- Students are required to present project findings at the JU Student Symposium in spring 2021.

- V. **Proposal Deadline:** **Monday, April 13, 2020, 5:00 p.m.**
 Awards Announced: On or before Friday, June 12, 2020
 Project Period: July 1, 2020 – December 31, 2020

- VI. **Application Components:** A complete application consists of three components: Application Form, Project Proposal, and Budget. Please follow the instructions carefully. EPIC funding is competitive, not automatic.

Component 1: Application Form

Download the **Application Form** from the ORSP Internal Grants webpage and save to your computer to complete. When all electronic signatures have been obtained, save the file using the last names of the two primary faculty members. Ex: “SapienzaJackson_ApplicationForm”.

Please do not wait until the last minute to get your signatures; we will not accept just the signed application forms forwarded from the Dean or Chair. The completed application form must be included with the full proposal submission.

Component 2: Project Proposal (85 points)

Anonymize: At the request of the faculty-led review committee, all proposals will undergo a blind-review process. This means the reviewers score the proposal without knowing the applicants’ identities. For this process to work, proposals must be “masked” and must not include faculty names or make reference to the faculty applicants. Applicants are advised to not include any obvious distinguishable information, such as names or email addresses, within the project narrative that could reveal their identity and jeopardize the blind-review process. Anonymization also applies to the References/Literature Review. If citing one’s own work, applicants must remove their names and instead use “Self”. **Failure to anonymize may result in the proposal not being reviewed.**

Format: Seven pages maximum, portrait layout, 1.5-line spacing, minimum font size of 11, Arial or Times New Roman preferred; page numbers on lower right of page. All files must be PDFs. **Save** the file using the last names of the two primary faculty members. Ex: “SapienzaJackson_Proposal”.

Proposal Sections – please use the headers below for each section.

- A. **Project Summary** (5 points). Using lay-person’s terms, tell us what the project is about. Describe what the team will do, why the project is relevant to the goals of EPIC and C-JU, and the role of each collaborating discipline. This description should be suitable for public distribution to the JU community and to the Florida State Department of Education. (250 words max)
- B. **Need Statement** (10 points). Define the problem, question, or issue this project will attempt to address. Why is it important? How do we know the need exists? Include a brief discussion of the literature review and work in the area(s) of study, with citations, and how the project expands upon previously published work. (500 words max)

C. Project Description (40 points).

- i. In the first sentence of the Project Description, state the overall goal of the project.
- ii. Define the project’s objectives. These should be measurable and relate to the overall project goal.
- iii. Describe project methods and activities. These should be specific, and relate to the objectives.
- iv. Describe how the team will measure success. Be sure to include outcomes and deliverables – in addition to the final report, will there be a tangible deliverable produced under this project (such as a video, manual, data-set, proposal, website, etc.)?
- v. Timeline of activities for the project period.
- vi. If your project requires any special compliance considerations (e.g., IRB, IACUC or BioSafety reviews), please explain and be sure to provide sufficient detail for plans to obtain compliance approvals.
- vii. Please include References on a separate (new) page; they are not included in the seven-page limit.

D. EPIC Alignment (30 points).

- i. Provide a clear mission statement for this collaboration. What is its purpose? What are the roles and responsibilities of each member? Explain how decisions will be made.
- ii. How will this project realistically be sustained after the EPIC award period ends? If it can’t be sustained without EPIC funding, explain why not.
- iii. Explain how this project is likely to lead to interdisciplinary curricular programming or collaboration beyond the project year of 2020.
- iv. Explain how this program has the potential to lead to outside funding, scholarly publications, creative work, or activities that support EPIC and/or other University-wide initiatives.
- v. Prior internal support: For each faculty member, please
 - #1: List all internal support received to date in the past five years. This includes Collaborate JU, Faculty RCAS, and Faculty Summer of Scholarship grants as well as Provost’s Fellowships. Do not include Faculty Travel Grants.
 - #2: List any/all publications or presentations generated as a result of the prior funding listed above in #1.

Component 3: Budget (15 points).

Include a detailed budget table of projected costs to be covered by the grant and a corresponding budget narrative/justification. See Sample Budget attached. Save the file using the last names of the two primary faculty members. Ex: “SapienzaJackson_Budget”

Collaborate JU Budget Considerations	
* Eligible Costs *	* Ineligible Costs *
<ul style="list-style-type: none"> • Research materials, supplies and consumables • Software, survey costs, and related subscriptions • Equipment necessary for the conduct of the project <p>Equipment is classified as property that costs more than \$1,000 per item and has a life expectancy of at least one year. Note: All equipment purchased under a grant or contract are the property of JU, and must remain at JU, even after project completion</p>	<ul style="list-style-type: none"> • Student wages or stipends are no longer allowable under C-JU grants. • Supplemental compensation, including stipends, for faculty or staff • Food for meetings or conferences (i.e., not related to official travel status) • Entertainment • Gifts, gift cards, trophies, or awards

Collaborate JU Budget Considerations	
* Eligible Costs *	* Ineligible Costs *
<ul style="list-style-type: none"> • Travel expenses for faculty and student participants (registration fees, coach-level airfare, baggage fees, mileage or car rental, and lodging). JU Travel Policy applies • Meals while on approved travel status are up to \$30 per day on the first and last day, and up to \$50 for full days while on travel status • Poster printing for the JU Symposium 	<ul style="list-style-type: none"> • Any furniture and decorations, including balloons, table centerpieces, etc. • Advertising expenses • Boat fuel • International Travel Costs

VII. Submission Instructions:

1. Late submissions will not be accepted.
2. It is the responsibility of the applicants to ensure their submission includes all required components of the proposal as well as adheres to format guidelines (page limitations, etc.). Incomplete applications and those not adhering to the guidelines will be scored accordingly and/or deemed ineligible for review.
3. Both faculty members, their respective Chairs and Deans must electronically sign the application form.
4. Be sure files are PDFs. Attach the Application, the Proposal, and the Budget as three separate files in one email.
5. Applicant teams submit one email with the three attachments to ORSP@JU.EDU no later than 5:00 PM on Monday, April 13, 2020.

Review and Scoring:

Upon receipt of each submission, the ORSP will conduct an administrative review to ensure applications are complete, and will then forward the Proposal and Budget sections to the Research Engagement and Academic Pursuits (REAP) Committee for a blind-review.

The REAP Committee will evaluate proposals based on the following criteria:

- a. Adherence to format and directions
- b. Completeness - including summary of past grants
- c. Quality and level of engagement by both the students and the individual faculty members in the project
- d. Clarity
- e. Merit - meaning whether the project addresses an important issue, and/or contributes to scholarship, and/or supports a programmatic/school/University goal
- f. Likelihood that the project will be completed with intended outcome(s)
- g. Whether the methods are appropriate and likely to result in successful and timely outcome(s)

SAMPLE BUDGET TABLE WITH JUSTIFICATION		Please do not include cents.	
Project Title:			
Item	Unit Price	Justification	Total Cost
Supplies: Shatterproof Beakers	\$5.99 ea.	12 beakers x \$5.99 (\$72) plus shipping @ \$25.55 = \$97.55	\$ 98
Hotel/lodging: XYZ Conference to present study results, Hartford, CT Dec 1 – 3. (faculty will share one room, students the other)	\$119 /night	Departure - Nov 30. Return - Dec 3. \$119/room x 2 rooms total x 3 nights	\$ 714
Airfare: XYZ Conference to present study results, Hartford, CT Dec 1 – 3. Departure – Nov 30. Return – Dec 3.	\$295 per person	4 round-trip tickets, JAX to Boulder = \$1,180 Baggage Fees at \$25.00 per person x 4 = \$100	\$ 1,280
Meals: XYZ Conference to present study results, Hartford, CT Dec 1 – 3.	C-JU Meal Rates: \$30 for first/last day of travel; \$50 for full days while on travel status	First Travel Day – Nov 30 = \$30 for food Last Travel Day - Dec 3 = \$30 for food Travel Status, full day, Dec 1 & 2 = \$50 for food \$30 x 4 people x 2 days = \$240 \$50 x 4 people x 2 days = \$400	\$ 660
Conductivity/Temperature/Depth sensor One Year License	\$8,500 \$1,000	The sensor measures conductivity (salinity), temperature and depth, the three main variables to describe a body of water and its changes over time. The instrument can be lowered into the water by hand from any vessel. \$8500 + \$1000	\$ 9,500
Total Collaborate JU Request			\$12,252